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22 SEP 1983

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1-1A MEMISTRY
FILE: 12-1

Monthly Meeting (DDA)

22 September 1983

Safety Enhancement Program []

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Responses have been received from [] as well as [] other facilities (OC and FBIS) regarding the Safety Enhancement Program. The following equipment has been provided:

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Scott 15-minute Emergency Escape Breathing Device	1052
Training Unit	90
Rescumatic Emergency Descent Device	70
Sky Genie Emergency Descent Device	119
Smoke Detectors	969
Fire Extinguishers	1,515
Emergency Escape Ladders	489
First Aid Kits	1,239

[] was spent on purchase of equipment.

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Training (Conducted by the Safety Staff)

A member of the Safety Staff presented the 1 1/2 hour Women's Safety lecture six times to 249 employees. Two additional lectures are scheduled at [] on 22 September. []

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A member of the Safety Staff presented initial training of one hour to eight component safety officers. The training included their responsibilities as component safety officers and provisions of the Occupational Safety and Health Act, Executive Order 12196 and 29 CFR 1960.(U)

The 5-day Basic Safety and Health Course is scheduled 26-30 September 1983 []. Sixteen employees are registered for the course. []

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Two members of the Safety staff met with representatives of the Logistics Services Division to discuss the Smith System motor vehicle driver improvement program which the Safety Staff is prepared to give to the CIA professional motor vehicle operators. A subsequent request from C/LSD requested that the program be presented to the Motor Pool motor vehicle operators. []

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Three members of the Safety Staff met with the Safety Director and an OMS representative on detail to the Department of State regarding training and instruction given in regard to use of the equipment in the Safe Haven medical kit and Scott 15-minute emergency escape device [].

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Training (Received by the Safety Staff)

[] Fire Protection Engineer, attended an arson investigation course presented 22-26 August 1983 conducted by the FBI at Quantico, VA. []

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[] attended the annual meeting of the American Chemical Society 29-30 August in Washington, D. C., of which he is a member. []

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[] participated in the Document Destruction Course presented by OS/TSD personnel [] 13-15 Sept. []

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[] is scheduled to attend the Professional Woman in a Managerial Environment Course [] 26-30 Sept. []

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[] is scheduled to attend the [] Course [] 2-7 October. []

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[] is scheduled to attend the Briefing Techniques Course at the C of C Building 3-7 October. []

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Miscellaneous

An inspection of the C of C Building was conducted to ascertain if deficiencies exist in the fire protection and existing capabilities. []

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The site of the proposed addition of a mobile trailer to Building [] was inspected and requirements were provided for installation of the trailer. []

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A safety guide for use of a portable x-ray was prepared for OS/TSD. []

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A report was prepared for the Director, OTS regarding the Safety Staff evaluation of []

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An inspection of conserv-a-files in an FBIS area was made and guidance provided on securing them. []

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Guidance was provided to OIA/NPIC regarding repetitive lifting (number of pounds) by male and female employees. []

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A member of the Safety Staff attended the second meeting of the NPIC Safety Committee which had environmental health problems as its main subject. []

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Unannounced fire drills (13) are being scheduled during Fire Prevention Week (10-14 Oct.) for buildings in the Headquarters area. A fire drill for the Headquarters building will be scheduled at a later date. []

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